

**EMPLOYMENT OPPORTUNITY  
CT VALLEY HOSPITAL  
NURSE CV25391 (Part Time)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** General Psychiatry Division – Connecticut Valley Hospital, Middletown, CT

**Program/Unit:** Woodward 1 North/Geriatrics

**Shift/Schedule/Hours:** 1<sup>st</sup> shift/ 7:00 a.m. – 3:30 p.m./Every weekend/21 hours/ (3 hrs built in overtime)  
Week 1: Friday, Saturday, Sunday Week 2: Saturday, Sunday, Monday

**Posting Date:** June 17, 2011

**Closing Date:** June 22, 2011

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Duties may include but not limited to:** Participates in the continuous quality improvement; may orient new employees; promotes Patient Rights and client empowerment; ensures the effective delivery of client care by properly dispensing medications, teaching clients, and reporting side effects to the Head Nurse, Psychiatric Nurse Supervisor or Physician; completes all assignments on schedule; works collaboratively with co-workers in order to maximize the effectiveness of work performed on the unit; efficiently participates and works collaboratively with the professional staff during emergencies; applies new knowledge from in-service training or other learning sources; assumes responsibility for safe keeping of medications and their accurate preparation and administration; provides documentation that is current in assessments of patients in the Medication Record, Progress Notes, Flow Sheets, etc.; utilizes effective therapeutic interventions to facilitate achievement of the highest level of functioning in clients' activities of daily living; demonstrates collaboration with nursing and interdisciplinary staff; accurately assesses and documents patient's response to pain interventions; fosters a cooperative working relationship among staff members of all disciplines; effectively assumes charge responsibilities when designated; evaluates and prescribes nursing treatment in crisis situation; makes effective decisions and evaluates the results of action taken; ensures safekeeping of medications and their accurate preparation and administration; ensures compliance with JCAHO and Medicare standards of nursing practice; performs other related duties as assigned.

**General Experience:** Graduation from an accredited nursing program.

**Special Requirements:** Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other State Employees:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Deb Robinson, Human Resource Associate  
Human Resource Services Center – Employment Services  
P.O. Box 1508, 460 Silver Street, Middletown, CT 06457  
Fax: (860) 262-6770  
E-mail: [Ramonita.Gonzalez@po.state.ct.us](mailto:Ramonita.Gonzalez@po.state.ct.us)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **P-1**

TO ENSURE YOUR LATERAL TRANSFER REQUEST OR APPLICATION IS PROPERLY RECEIVED AND PROCESSED PLEASE READ THESE INSTRUCTIONS BEFORE APPLYING TO DMHAS POSTINGS

STATE OF CONNECTICUT  
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
HUMAN RESOURCES SERVICES CENTER/EMPLOYMENT SERVICES DIVISION  
Shaping a quality, diverse workforce through competence, commitment and pride.

Thank you for your interest in employment opportunities with the Department of Mental Health and Addiction Services (DMHAS). DMHAS promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance abuse prevention and treatment throughout Connecticut.

To be considered as a valid candidate for employment opportunities with the Department, please follow the instructions on the individual DMHAS postings.

The DMHAS postings, Lateral Transfer Request Form and State Application for Examination or Employment (CT-HR-12) with the DMHAS Addendum to the State of Connecticut Employment Application (CT-HR-12) can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

Lateral Transfer Request Forms and State of Connecticut Employment Applications (CT-HR-12) must be received by the DMHAS Employment Services Division on or before midnight of the posting closing date.

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Employment Application (CT-HR-12). Remember to attach copies of applicable academic certificates/diplomas (i.e. Masters' Degree), certifications and licenses.

There are three ways to submit the DMHAS Lateral Transfer Request Form and/or this page and the State of Connecticut Application for Examination or Employment (CT-HR-12):

- Fax: 860-262-6770 this page and State of Connecticut Application (CT-HR-12) (preferred method) - **The fax receipt is your confirmation that the Employment Services Division received your form/application.**
- Send this page and the State of Connecticut Application (CT-HR-12) via US mail: DMHAS Employment Services Division, P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
- E-mail this page and State of Connecticut Application (CT-HR-12) (e-mail address can be found on posting)

All DMHAS prospective employees are subject to clearance through appropriate criminal background, Office of Inspector General Federal Sanctions check, State of Connecticut Departments of Children and Families and Developmental Services abuse and neglect registries and reference checks as well as a pre-employment physical which may include but not limited to medical history, drug testing results, limited functional capacity evaluation, laboratory reports, and other medical information. Employment is contingent upon successful clearance through these processes. A valid driver's license is required for certain positions.

Some positions require taking and passing a state examination. Visit <http://das.ct.gov/employment> of the Department of Administrative Services' (DAS) **examination announcements**. To apply for DAS examinations, please follow the [examination instructions on the DAS examination announcement](#).

DMHAS positions will be filled in accordance with State policies and procedures and established reemployment, transfer, promotion and SEBAC employment obligations.

DMHAS has many locations across the State of Connecticut. Please indicate your location choice(s):

<input type="checkbox"/> Connecticut Valley Hospital (Middletown) (General Psychiatry, Addiction Service-Middletown, Forensic, Administrative and Support Divisions) <input type="checkbox"/> Addiction Service - Blue Hills Hospital-Hartford <input type="checkbox"/> River Valley Services (Middletown) <input type="checkbox"/> Southeastern MH Authority (Norwich) <input type="checkbox"/> Connecticut Mental Health Center (New Haven) <input type="checkbox"/> Capitol Region Mental Health Center (Hartford)  Office of the Commissioner <input type="checkbox"/> Statewide Locations <input type="checkbox"/> Hartford	Southwest CT Mental Health System <input type="checkbox"/> Greater Bridgeport Community MH Center (Bridgeport) <input type="checkbox"/> F.S. Dubois Center (Stamford)  Western CT Mental Health Network <input type="checkbox"/> Torrington Area Office (Torrington) <input type="checkbox"/> Administrative Office (Waterbury) <input type="checkbox"/> Danbury Area Office (Danbury) <input type="checkbox"/> Waterbury Area Office (Waterbury)
---	---

If you have questions or need further information, please call 860-262-6749 between the hours of 10:00 a.m. and 3:00 p.m.

DMHAS is an Affirmative Action/Equal Opportunity Employer. Members of protected classes and/or individuals in recovery are encouraged to apply.